

City of Elkins Fun Day Craft Show Vendor Agreement

The date for the Craft Show is Saturday, September 8, 2012 beginning at 8:00am. Booths are available on a first come, first serve basis. Please be advised of the following:

- Table Space fees are non-refundable. Space fees are \$10. Vendors should supply their own tables and chairs. No electricity will be provided. Checks should be made payable to the City of Elkins and received no later than September 7, 2012 at 4:00pm.
- Time is provided for Vendors to set up their booth space on Friday, September 7 after 12:00 pm and Saturday morning. Vendors will be assigned a booth number prior to the event. The City of Elkins will not be held liable for lost, stolen, or damaged merchandise and/or equipment. Setting up your booth and leaving merchandise and/or equipment is at your own risk.
- No Vendor will be allowed to set up their booth until their fees are paid in full and this Agreement is signed. All fees are due on or before Friday, September 7, 2012 at 4:00pm.
- Booth spaces are 10' x10'. These measurements are approximate. You may rent additional booth spaces for a fee of \$10 per 10' x 10' space. Please indicate on this agreement if you would like your spaces to be together.
- Vendors are responsible for set-up and break down of their own table and merchandise.
- Each vendor is encouraged to make a donation of merchandise from their booth to be used for a raffle drawing. Proceeds from the raffle will benefit the Elkins Police Department's Shop with a Cop program.

Please indicate whether you would like to donate a prize for the raffle: _____ YES _____ NO

Please complete the following form and sign, if in agreement to the above, detach and return with your booth fees made payable to _____: City of Elkins, 1874 Stokenbury Road, Elkins, AR 72727.

Vendor's Name _____ Company Name (if applicable) _____

Phone Number _____ Other Phone _____

Email _____ (please provide an email address that is checked frequently)

Number of Booth Spaces _____

Please describe what you will be selling at your booth:

Signature: _____ Date _____